



Bid Number 50-00117872

THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS AND EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING AND LANDSCAPE MAINTENANCE FOR THE VARIOUS PROPERTIES THROUGHOUT JEFFERSON PARISH FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

BID DUE DATE, TIME: NOVEMBER 3, 2016, AT 2:00 P.M.

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Daphne Nelson
Buyer Email: DNelson@jeffparish.net
Buyer Phone: (504) 364-2650**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

Bidders should carefully read and must respond accordingly per the requirements of the bid packages.

Effective August 1, 2016, please be advised:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission.*** While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

DATE: 9/27/2016

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00117872

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DNelson@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 11/03/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

1,3,4,5,6,8,9,10,11,12,15

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: PURCHASING DEPARTMENT, 200 DERBIGNY ST.
GRETN, LA AT 10:00 A.M.
ON 10/17/2016**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name _____

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117872

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE (3) YEAR CONTRACT TO PROVIDE GRASS CUTTING AND LANDSCAPE MAINTENANCE FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES		
1	87.00	CUT	0010 PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT BRIDGE CITY SENIOR CENTER 1604 BRIDGE CITY AVE., BRIDGE CITY, LA 70097		
2	87.00	CUT	0020 PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT THE CHARLES B. ODOM SR., SERVICE CENTER, 5001 WESTBANK EXPRESSWAY, MARRERO, LA 70072		
3	87.00	CUT	0030 PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT THE EASTBANK HEALTH UNIT, 111 N. CAUSEWAY BLVD., METAIRIE, LA		
4	87.00	CUT	0040 PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT WESTBANK HEALTH UNIT, 1855 AMES BLVD., MARRERO, LA		
5	120.00	CUT	0050 PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT/FOR THE JOSEPH S. YENNI BUILDING, 121 ELMWOOD PARK BLVD., JEFFERSON, LA 70123 (WORK SHALL ONLY BE PERFORMED ON WEEKENDS AND/OR PARISH HOLIDAYS)		
6	87.00	CUT	0060 PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT FIRST PARISH COURT, 924 DAVID DRIVE, METAIRIE, LA 70003		
7	87.00	CUT	0070 PROVIDE A PRICE PER CUT FOR GRASS AT THE JEFFERSON SENIOR CENTER, 4518 JEFFERSON HWY., JEFFERSON, LA 70181		
8	87.00	CUT	0080 PROVIDE A PRICE PER CUT FOR GRASS AT THE METAIRIE SENIOR CENTER, 265 N. CAUSEWAY BKVD., METAIRIE, LA 70001		
9	87.00	CUT	0090 PROVIDE A PRICE PER CUT FOR GRASS AT THE JUVENILE SERVICES		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117872

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	87.00	CUT	3420 CAUSEWAY BLVD., METAIRIE, LA 70002 0100 PROVIDE A PRICE PER CUT FOR GRASS AT THE INSPECTION AND CODE ENFORCEMENT 400 MAPLE ST., HARVEY, LA 70058		
11	87.00	CUT	0110 PROVIDE A PRICE PER CUT FOR THE MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET, MARRERO, LA 70072		
12	72.00	MO	0120 ALTERNATE 1-PROVIDE A PRICE FOR LANDSCAPING SERVICES AS PER SECTION 9.4 OF THE SPECIFICATIONS AT: -JOSEPH S. YENNI BUILDING-1221 ELMWOOD PARK BLVD., JEFFERSON, LA 70123 -FIRST PARISH COURT-924 DAVID DR., METAIRIE, LA 70003		
13	108.00	MO	0130 ALTERNATE 2-PROVIDE A PRICE FOR LANDSCAPING SERVICES AS PER SECTION 9.4 OF SPECIFICATION AT: -BRIDGE CITY SENIOR CENTER-1601 BRIDGE CITY AVENUE, BRIDGE CITY, LA 70094 -CHARLES B. ODOM SERVICE CENTER-5001 WEST BANK EXPRESSWAY, MARRERO, LA 70072 -MARRERO/HARVEY SENIOR CENTER-4420 7TH STREET, MARRERO, LA 70072		
14	216.00	MO	0140 ALTERNATE 3-PROVIDE A PRICE FOR LANDSCAPING SERVICES AS PER SECTION 9.4 OF SPECIFICATIONS AT: -EASTBANK HEALTH UNIT-111 N. CAUSEWAY BLVD., METAIRIE, LA 70007 -INSPECTION AND CODE-400 MAPLE AVE, HARVEY, LA 70058 -JEFFERSON SENIOR CENTER-4518 JEFFERSON HWY., JEFFERSON, LA 70121 -JUVENILE SERVICES-4200 CAUSEWAY BLVD., METAIRIE, LA 70002 -METAIRIE SENIOR CENTER-265 N. CAUSEWAY BLVD., METAIRIE, LA 70001		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117872

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			-WESTBANK HEALTH UNIT-1855 AMES BLVD., MARRERO, LA 70072		

**THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS AND EQUIPMENT
NECESSARY TO PROVIDE GRASS CUTTING AND LANDSCAPE MAINTENANCE FOR VARIOUS
PROPERTIES THROUGHOUT JEFFERSON PARISH FOR JEFFERSON PARISH DEPARTMENT OF
GENERAL SERVICES**

Section 1.0 – Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held at 10:00 a.m., on October 17, 2016 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 440, Gretna, LA 70053.

All bidders must attend the Mandatory pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the Mandatory pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

Section 2.0 – Scope:

Provide a three (3) year contract for labor, materials, supplies, chemicals, and equipment necessary to provide grass cutting and landscape maintenance for the properties listed in Section 7.0 of these specifications.

The following items shall be bid as alternates. Jefferson Parish may accept alternate bids as follows:

- Alternate bid number 1 only
- Alternate bid number 1 and alternate bid number 2
- Alternate bid number 1, alternate bid number 2 and alternate bid number 3

Alternate bids will be accepted based on current budget constraints.

Alternate 1-

- Provide a price for landscaping services as per **Section 9.4** of these specifications at:
 - Joseph S. Yenni Building- 1221 Elmwood Park Blvd., Jefferson, LA 70123
 - First Parish Court - 924 David Dr., Metairie, LA 70003

Alternate 2

- Provide a price for landscaping services as per **Section 9.4** of these specifications at:
 - Bridge City Senior Center - 1601 Bridge City Avenue Bridge City, LA 70094
 - Charles B. Odom Service Center - 5001 West Bank Expressway Marrero, LA 70072
 - Marrero/Harvey Senior Center - 4420 7th Street Marrero, LA 70072

Alternate 3

- Landscaping- Provide a price for landscaping services as per **Section 9.4** of these specifications at:
 - East Bank Health Unit - 111 N. Causeway Blvd. Metairie, LA 70001
 - Inspection and Code - 400 Maple Ave. Harvey LA, 70058
 - Jefferson Senior Center - 4518 Jefferson Hwy. Jefferson, LA 70121
 - Juvenile Services - 3420 Causeway Blvd. Metairie, LA 70002
 - Metairie Senior Center - 265 N. Causeway Blvd. Metairie, LA 70001
 - West Bank Health Unit - 1855 Ames Blvd. Marrero, LA 70072

Section 3.0 – Performance and Payment Bond:

A performance and payment bond in the amount of 100% of the total contract amount will be required. Performance and payment bond shall be produced upon contract execution.

Section 4.0 – Quantities/Inspections:

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

Section 5.0 – License:

The following licenses will be required for this bid:

- A Louisiana State Contractor License
- A Louisiana State Specialty License in one of the following categories:
 - Landscaping
 - Landscape/Horticulture
 - Chemical Applicator
 - Arborist
 - Grading and Beautification
- The following licenses issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences shall be required for this bid:
 - Horticulture License
 - Chemical Applicator License

A copy of the front and back of the Horticulture License and the Chemical Applicator License shall be submitted with bid or bid will be deemed non-responsive.

Note:

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number 225-952-8100).

Section 6.0 Submittals:

Provide the below submittal(s) and other information listed below for owner review and approval with bid proposal. Failure to provide the requested information will result in the bid being deemed non-responsive.

- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled "Contractor's Reference List". See Attachment "A"

SECTION INTENTIONALLY LEFT BLANK

Section 7.0 –Working Hours/Locations:

WORK HOURS-

Work can be performed during normal working hours or weekends at the facilities listed below:

LOCATIONS:

WEST BANK-

Bridge City Senior Center
1601 Bridge City Avenue
Bridge City, LA 70094

Charles Odom Service Center
5001 West Bank Expressway
Marrero, LA 70072

Inspection and Code
400 Maple Ave.
Harvey LA, 70058

Marrero/Harvey Senior Center
4420 7th Street
Marrero, LA 70072

West Bank Health Unit
1855 Ames Blvd.
Marrero, LA 70072

EAST BANK-

East Bank Health Unit
111 N. Causeway Blvd.
Metairie, LA 70001

First Parish Court
924 David Dr.
Metairie, LA 70003

Jefferson Senior Center
4518 Jefferson Hwy.
Jefferson, LA 70181

Juvenile Services
3420 Causeway Blvd.
Metairie, LA 70002

Work shall only be performed on **weekends and/or parish holidays.**

Joseph S. Yenni Building
1221 Elmwood Park Blvd.
Jefferson, LA 70123

Section 8.0 – Grass Cutting Frequency:

Refer to attachment titled “GRASS CUTTING FREQUENCY”

	MONTH											
BUILDING	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Bridge City Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Code Enforcement	0	0	2	4	4	4	4	5	4	2	0	0
East Bank Health Unit	0	0	2	4	4	4	4	5	4	2	0	0
First Parish Court	0	0	2	4	4	4	4	5	4	2	0	0
Jefferson Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Juvenile Services Center	0	0	2	4	4	4	4	5	4	2	0	0
Marrero/Harvey Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Metairie Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Odom Building	0	0	2	4	4	4	4	5	4	2	0	0
West Bank Health Unit	0	0	2	4	4	4	4	5	4	2	0	0
Joseph S. Yenni Building	2	2	3	4	5	4	4	5	4	3	2	2
NUMBER OF TIMES TO CUT GRASS PER MONTH												

SECTION INTENTIONALLY LEFT BLANK

Section 9.0 – Bid Specifications:

The successful bidder shall perform the following task at every visit for all locations:

- Provide a schedule of work to the Department of General Services, 15 calendar days after receiving the parish issued "Notice to Proceed".
- Grass clippings, litter, cigarette butts, and debris shall be picked up and not be blown into rain-drains or permitted to remain on hard surfaces (streets, sidewalks, etc.) which may eventually wash into rain-drains. All debris shall be picked up and properly disposed of.
- Ensure cutting/work is performed as quietly as possible to avoid neighbor complaints.
- Do not air-blow or discharge grass trimmings into streets, neighboring properties, or onto parked vehicles in the vicinity of lawn services.
- Successful bidder is responsible for all damages caused by said work.
- Do not create ruts and trenching during extended periods of rain. Successful bidder is responsible for all damages caused by this work.
- Regulate the mowing height to promote effective root growth to the existing turf. Appropriate attention will be given to minimize runs and matting to ensure the turf areas are kept in the best possible conditions.
- All grounds shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds.
- Provide timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.
- Report any tree pruning that may be needed for public safety or wire lines safety, on trees over 15' tall to the representative of the Department of General Services.
- The removal of any severely damaged or dead trees is **not** included in this contract.

Section 9.1 – Grass Cutting and Lawn Maintenance:

The following shall be considered "grass cutting services" and shall be performed on every visit at all locations:

- Mowing of all lawn areas
- Removal of all weeds and grass from cracks in sidewalks, driveways, parking lots etc.
- Edging of all sidewalks and curbs
- Weed-eating along all buildings, fences, and poles
- Cleaning by using air-blowing equipment, rakes and/or brooms,
- Removing all clippings from parking lots, driveways, sidewalks, and street curbs. No clippings shall be blown or swept into the streets or parking areas at any time.

Section 9.2 – Proper Grass Cutting Equipment:

The following equipment shall be used for grass cutting services at every visit for all locations:

- Walk behind 21" mowers on any grass section less than 225 sq. ft. or a width and/or length of less than 60".
- Walk behind 21" mowers on any grass 36" from any fencing.
- Stick type edger on all drives, sidewalks, or curb edging.
- All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.
- Weeding
- Chemical applications

Section 9.3 – Maintain All Lawn Areas as follows:

Mower height approximate shall be used for all locations at every visit.

- St. Augustine lawn: 1.5" – 2.5"
- Centipede lawn: 1" – 2"
- Bermuda lawn: 1" – 1.5"
- Fertilize all lawn areas in March with a Lawn Fertilizer 15-5-10 at the rate of 20 lbs. per 5,000 square feet.
- Apply Ant bait containing a Growth Regulator as needed to control fire ants.
- Turf/Lawn areas shall be maintained reasonably free from weeds, and may be chemically treated for weed control; however care must be exercised to minimize chemical kill and run-off. Lawn areas, shrub beds, flower beds, and other plant beds shall be treated three (3) times per year with an emergent in mid-March, mid-July, and mid-October.

SECTION INTENTIONALLY LEFT BLANK

Section 9.4 – Landscaping/Horticulture Service Per Visit:

Landscaping services may also be known as horticultural services.

The following shall be considered “landscaping services” and shall be performed every month at all locations:

- Maintain all flower bed areas free from weeds (if applicable).
- Ground Cover Maintenance- Successful bidder shall perform the following:
 - Prune and shape ground cover throughout the growing season with trained personnel, in accordance with sound horticultural practices.
 - Ground cover beds shall be maintained to maintain a clearance of at least 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, paved and building surfaces.
 - Chemically treat grass and weeds protruding thru concrete areas (sidewalks, driveways, etc.)
 - Established groundcover shall be maintained 4” to 6” off edges with a beveled or rolled edge.
 - Ground cover shall be sheared or cutback annually in the dormant season if horticultural practice so dictates or is required or is recommended by a specific type of ground cover.
 - All trimmings shall be removed when the service is performed. The contractor shall legally dispose of the debris from pruning at an offsite location.
- Shrub and Hedge Maintenance – Successful bidder shall perform the following:
 - Shrubs shall be pruned to maintain a clearance of at least 18 inches from structures.
 - Shrubs shall be pruned to remove dead, diseased, injured and unproductive wood to assist in maintaining their natural shape, size and configuration.
 - Shrubs shall not be clipped into a ball or box form unless such is required by the design.
 - Trimming of one inch (1inch) caliper tree limbs below eight feet (8 foot), pruning and trimming of trees, shrubs, and ground cover will be performed in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain natural shape, reflect a clean, natural, and neat appearance.
 - Treat all flower beds (if applicable) with EPA approved chemicals for weed control, and included in this contract will be the maintenance of and all planted areas. This includes yearly installation of Pine needle mulch to all landscaped garden areas.

Section 9.4 – Landscaping/Horticulture Service: (Continued)

Landscaping services may also be known as horticultural services.

- The successful bidder will weed beds (if applicable) on every 4th visit and shape/prune trees, shrubs and bushes every 11th visit.
- Insecticides and disease control of existing trees and plants shall be done three (3) times per year; in mid-March, mid-July, and mid-October.
- Fertilize trees with Tree Food Stakes 17-7-6 (or owner approved equal allowed after product information is received and approved by a JP Representative) in March using three stakes per two inches of tree caliper. The successful bidder shall state on the completion sheet when all of the above services were done.

Section 10.0 – Notifications:

The Owner shall be notified by e-mail (A list of e-mail addresses will be given to successful bidder at pre-construction meeting) on the first working day upon completion of any and all visits/services. The notification shall contain but is not limited to the following:

- Grass Cutting
- landscaping/horticulture activities

Section 11.0 – Quality Control:

In the event of inclement weather, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the building Property Manager or the designee will be notified of delays, reasons for delays, and resolutions. All services shall be performed in a professional and timely manner.

In the event an area is not accessible with mowers the successful bidder shall use other means for cutting this area.

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the successful bidder, his staff, and the building Property Manager or his designee, if or when required. The successful bidder will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to General Services specifications and contract.

The Department of General Services will supply documentation to prove present unsatisfactory and/or repeated unsatisfactory workmanship, documentation of supervisor visits, requests for additional supervisor visits, previous agreements and resolutions, photographs, etc.

Section 12.0 – Safety Precautions:

Safety must be exercised at all times to safeguard the welfare and safety of all patrons, the general public, and the employees of Jefferson Parish at all properties listed in this bid. Job sites must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

If the successful bidder should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, the successful bidder shall be required to replace and/or restore such item to its original condition, with the same type of material, finish, and workmanship. The successful bidder will be responsible for any and all damages caused by the successful bidder's lawn equipment, and for the equipment itself.

The successful bidder must consider the security and integrity of all properties listed in this bid before, during, and after contractor services. Buildings, grounds, and equipment must be protected and secured to the satisfaction of the Department of General Services, and Industry Standards. The successful bidder will provide trained personnel to perform all duties of this contract. Successful bidder's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on any property listed in this bid.

Section 13.0 – Deletion of Footage:

The Department of General Services reserves the right to delete landscape footage to be serviced at any time due to vacancies, openings, closings, personnel reassignments, etc. for that month or months. A thirty (30) day notice will be given prior to the reduction of required services.

Section 14.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

Attachment "A"

CONTRACTOR'S REFERENCE LIST

Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:

ATTACHMENT

"GRASS CUTTING FREQUENCY"

BUILDING	MONTH											
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Bridge City Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Code Enforcement	0	0	2	4	4	4	4	5	4	2	0	0
East Bank Health Unit	0	0	2	4	4	4	4	5	4	2	0	0
First Parish Court	0	0	2	4	4	4	4	5	4	2	0	0
Jefferson Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Juvenile Services Center	0	0	2	4	4	4	4	5	4	2	0	0
Marrero/Harvey Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Metairie Senior Center	0	0	2	4	4	4	4	5	4	2	0	0
Odom Building	0	0	2	4	4	4	4	5	4	2	0	0
West Bank Health Unit	0	0	2	4	4	4	4	5	4	2	0	0
Joseph S. Yenni Building	2	2	3	4	5	4	4	5	4	3	2	2
NUMBER OF TIMES TO CUT GRASS PER MONTH												

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE
ABOVE DATED MEETING OF THE BOARD
OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN
REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20 ____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.